

Working with Grids

Overview

You can export data displayed in an NIS grid so you can work with it in such popular applications as Microsoft® Excel or Microsoft® Word.

You can specify the range of cells to use when printing or exporting data.

If you are authorized, you can also import information into certain data entry grids. However, importing can overwrite essential data in NIS. Only a few users are generally allowed to import data, because of the damage this process can cause to records in the system.

All NIS windows also have a Print Screen option available if you want to print a copy of the window to your default printer. You can also use standard Windows functionality to capture a window and paste it into a document or email. This might be useful if you want to send an email to Help Desk personnel when troubleshooting a problem.

This work instruction shows how:

[To Export Data From a Grid](#)

[To Import Data to a Grid](#)

Steps

Start this work instruction by navigating through the State of Nebraska, Address Book, then clicking **Address Book Inquiry** to display the Work with Addresses search window.

To Export Data From a Grid

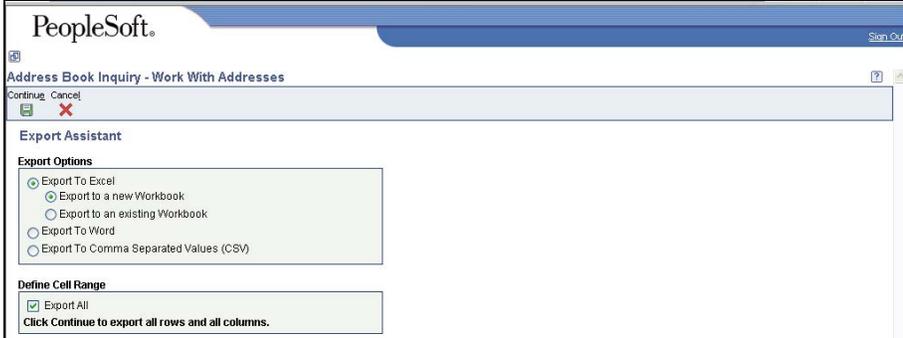
1. Click **Find** to populate the grid.
2. Click **Tools**.



Address Number	Agency Defined	Alpha Name	Mailing Name	Long Address	Indus Class
500000		ZEP MFG CO	ZEP MFG CO	APS1	
500001		WEST HODSON LUMBER CO	WEST HODSON LUMBER CO	APS3	
500002		TRI STATE ENVELOPE CORP	TRI STATE ENVELOPE CORP	APS8	
500003		ROCAL INC	ROCAL INC	APS14	
500004		TENSAR POLYTECHNOLOGIES INC	TENSAR	APS103	
500005		PACER PUMPS	PACER PUMPS	APS108	
500006		AUBURN LABEL & TAG CO	AUBURN LABEL & TAG CO	APS109	
500008		CORNHUSKER PRINTING CO	CORNHUSKER PRINTING CO	APS1000	
500010		TOOL HOUSE OF HENKEL & JOYCE	TOOL HOUSE OF HENKEL & JOYCE	APS1003	
500012		DIAMOND VOGEL PAINT, LINCOLN	DIAMOND VOGEL PAINT CENTER	APS1005	

3. Click **Export Grid Data**. The Export Assistance window appears.

 The Export Assistance window can also be accessed via the "Export Grid Data" button () on the top left corner of the grid.



PeopleSoft. Address Book Inquiry - Work With Addresses

Export Assistant

Export Options

- Export To Excel
- Export to a new Workbook
- Export to an existing Workbook
- Export To Word
- Export To Comma Separated Values (CSV)

Define Cell Range

Export All
Click Continue to export all rows and all columns.

4. Choose the appropriate Export Options.

 In this example, we will Export to a new Workbook in Excel.

5. Under Define Cell Range, either leave the checkmark next to Export All to export the entire grid to excel, or uncheck the box to define the cell range.



PeopleSoft. Address Book Inquiry - Work With Addresses

Export Assistant

Export Options

- Export To Excel
- Export to a new Workbook
- Export to an existing Workbook
- Export To Word
- Export To Comma Separated Values (CSV)

Define Cell Range

Export All

Col: Row:

Starting Cell: Ending Cell:

Select the starting cell on the grid.

Records 1 - 10	A	B	C	D	E	F
	Address Number	Agency Defined	Alpha Name	Mailing Name	Long Address	Industry Class
1	500000		ZEP MFG CO	ZEP MFG CO	APS1	
2	500001		WEST HODSON LUMBER CO	WEST HODSON LUMBER CO	APS3	
3	500002		TRI STATE ENVELOPE CORP	TRI STATE ENVELOPE CORP	APS8	
4	500003		ROCAL INC	ROCAL INC	APS14	
5	500004		TENSAR POLYTECHNOLOGIES INC	TENSAR	APS103	
6	500005		PACER PUMPS	PACER PUMPS	APS108	
7	500006		AUBURN LABEL & TAG CO	AUBURN LABEL & TAG CO	APS109	
8	500008		CORNHUSKER PRINTING CO	CORNHUSKER PRINTING CO	APS1000	
9	500010		TOOL HOUSE OF HENKEL & JOYCE	TOOL HOUSE OF HENKEL & JOYCE	APS1003	
10	500012		DIAMOND VOGEL PAINT, LINCOLN	DIAMOND VOGEL PAINT CENTER	APS1005	

6. Click **cell A1** to define it as the starting cell of the cell range.

PeopleSoft. Sign Out

Export To Excel
 Export To Comma Separated Values (CSV)

Define Cell Range

Export All

Starting Cell: Col: A Row: 1 Reset Selection

Ending Cell:

Select the ending cell on the grid.

Records 1 - 10					
A	B	C	D	E	F
Address Number	Agency Defined	Alpha Name	Mailing Name	Long Address	Industry Class
1	500000	ZEP MFG CO	ZEP MFG CO	APS1	
2	500001	WEST HODSON LUMBER CO	WEST HODSON LUMBER CO	APS3	
3	500002	TRI STATE ENVELOPE CORP	TRI STATE ENVELOPE CORP	APS8	
4	500003	ROCAL INC	ROCAL INC	APS14	
5	500004	TENSAR POLYTECHNOLOGIES INC	TENSAR	APS103	
6	500005	PACER PUMPS	PACER PUMPS	APS108	
7	500006	AUBURN LABEL & TAG CO	AUBURN LABEL & TAG CO	APS109	
8	500008	CORNHUSKER PRINTING CO	CORNHUSKER PRINTING CO	APS1000	
9	500010	TOOL HOUSE OF HENKEL & JOYCE	TOOL HOUSE OF HENKEL & JOYCE	APS1003	
10	500012	DIAMOND VOGEL PAINT, LINCOLN	DIAMOND VOGEL PAINT CENTER	APS1005	

7. Click **cell 10F** to define it as the ending cell of the cell range.

PeopleSoft. Sign Out

Export To Excel
 Export To Comma Separated Values (CSV)

Define Cell Range

Export All

Starting Cell: Col: A Row: 1 Reset Selection

Ending Cell: Col: F Row: 10

Click Continue to export the data or click Reset Selection to start over.

Records 1 - 10					
A	B	C	D	E	F
Address Number	Agency Defined	Alpha Name	Mailing Name	Long Address	Industry Class
1	500000	ZEP MFG CO	ZEP MFG CO	APS1	
2	500001	WEST HODSON LUMBER CO	WEST HODSON LUMBER CO	APS3	
3	500002	TRI STATE ENVELOPE CORP	TRI STATE ENVELOPE CORP	APS8	
4	500003	ROCAL INC	ROCAL INC	APS14	
5	500004	TENSAR POLYTECHNOLOGIES INC	TENSAR	APS103	
6	500005	PACER PUMPS	PACER PUMPS	APS108	
7	500006	AUBURN LABEL & TAG CO	AUBURN LABEL & TAG CO	APS109	
8	500008	CORNHUSKER PRINTING CO	CORNHUSKER PRINTING CO	APS1000	
9	500010	TOOL HOUSE OF HENKEL & JOYCE	TOOL HOUSE OF HENKEL & JOYCE	APS1003	
10	500012	DIAMOND VOGEL PAINT, LINCOLN	DIAMOND VOGEL PAINT CENTER	APS1005	

8. Click **Continue** to start Excel and display the exported data.

	A	B	C	D	E	F	G
1	Address NA Agency D Alpha N Mailing N Long Add Industry Class						
2	500000		ZEP MFG	ZEP MFG	APS1		
3	500001		WEST HO	WEST HO	APS3		
4	500002		TRI STATE	TRI STATE	APS8		
5	500003		ROCAL IN	ROCAL IN	APS14		
6	500004		TENSAR FT	TENSAR	APS103		
7	500005		PACER PI	PACER PI	APS108		
8	500006		AUBURN I	AUBURN I	APS109		
9	500008		CORNHUS	CORNHUS	APS1000		
10	500010		TOOL HO	TOOL HO	APS1003		
11	500012		DIAMOND	DIAMOND	APS1005		
12							
13							

9. Save your file on your personal network drive.

 To back up your data, save your files to your PC's hard drive too.

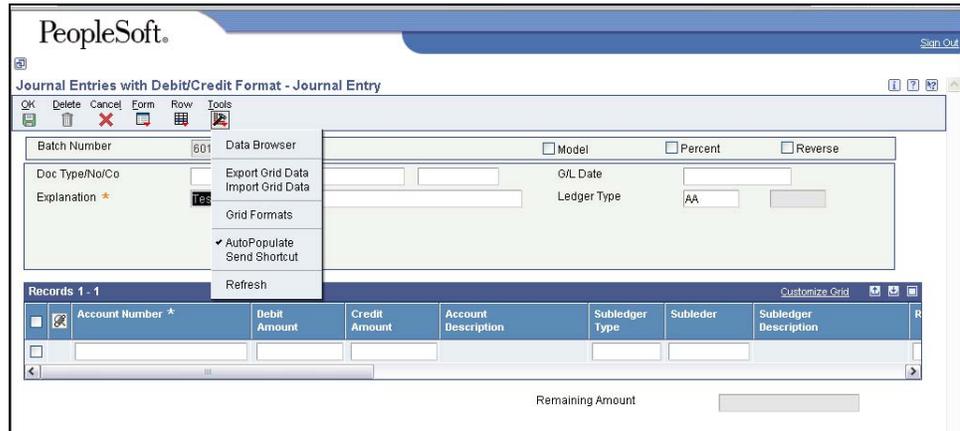
10. Hold down the **Alt + Tab** on the keyboard to toggle back to NIS and verify that the data copied as desired.

To Import Data to a Grid

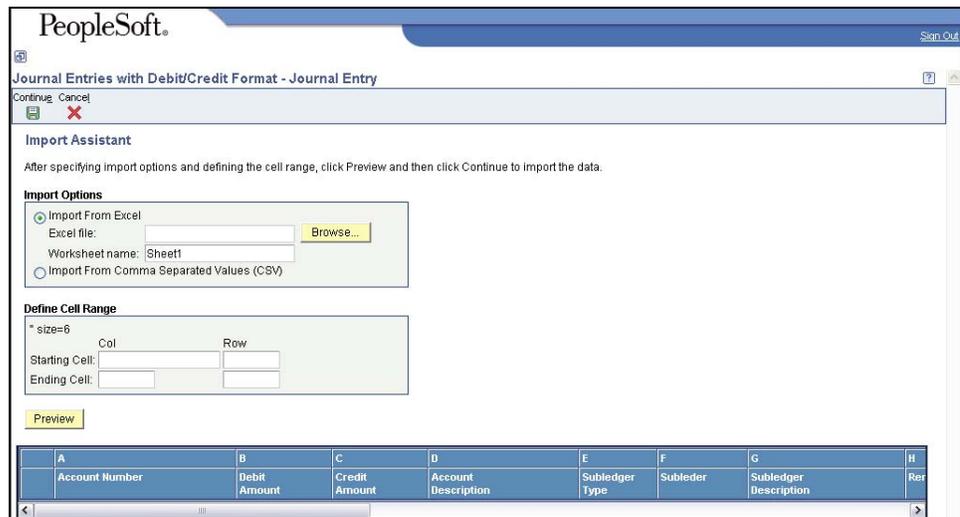
You can only import data to grids that allow you to select a single cell. Microsoft® Excel is the only application from which you can import.

 The Work with Addresses program does not support imports, so we will switch our example to the Work with Journal Entries program. *If you do not work with quantitative programs, skip this task.*

5. Click **Tools**.



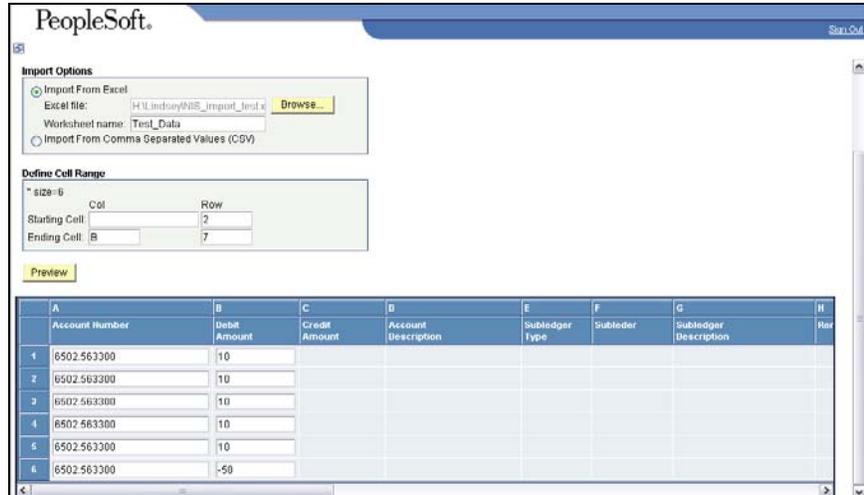
6. Click **Import Grid Data**. The Import Assistant window appears.



7. At the Import from Excel Assistant window, click Import from Excel and complete the following:

- **Excel file**— Enter the file path and filename **NIS_import_test.xls** from which you are importing information.
 -  Although you can type the file name manually, clicking **Browse** and navigating to the file through your directories will probably be easier.
- **Worksheet name** — Type **Test_Data**.
- **The range of cells to import**
 - Starting Cell: Type **A** in the Col field and **2** in the Row field.
 - Ending Cell: Type **B** in the Col field and **7** in the Row field.
 -  In this example, the data is contained in the range A2:B7. It was important to exclude cells A1 and B1, which contained column headings, not data.

8. Click **Preview** to bring the information from Excel into the grid below.

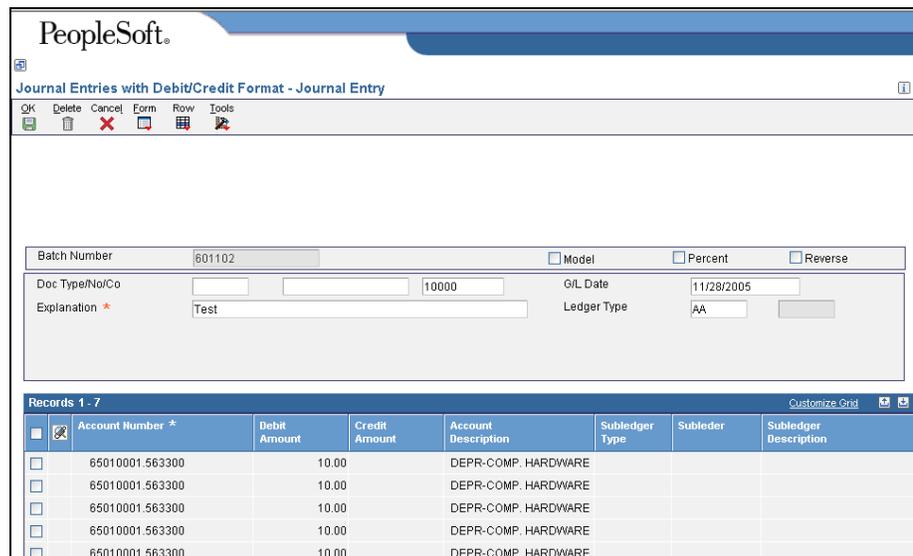


9. Hold down **Alt + Tab** on the keyboard to toggle to Excel and verify that the proper file, worksheet and range are displayed; click Continue

 Locked cells do not accept imported data.

10. Click  in the upper-right corner of the Excel window to close the source file and display the populated grid in the Import from Excel Assistant window.

11. Click **Continue** to display the imported data in the Journal Entry window's grid.



12. Click **OK**.

13. Click **Cancel** to return to the Work with Journal Entries search window.